

**TRINITY FELLOWSHIP
CAPITAL EXPENDITURE REQUEST
Requests over \$3000**

Campus: _____
Date: _____

Account #: _____
Requested Expenditure Amount: _____
Available Account Budget: _____

Reason for Request: _____

Approvals:

Dept Head: _____
Campus Pastor: _____ (>\$3,000)
Jimmy Witcher: _____ (\$3,000-10,000)
Bo Williams: _____ (>\$10,000)

Note – Requests for expenditures of \$3,000 - \$10,000 require Jimmy Witcher’s approval while request over \$10,000 require the additional approval of Bo Williams.

Please attach supporting detail with this request.
